

**BY THE ORDER OF  
THE COMMANDER HQ 436TH AIRLIFT  
WING (AMC)**

**Dover AFB Instruction 13-202**

**24 November 1997**

**Operations**



**AIRFIELD DRIVER TRAINING AND  
OPERATING PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 13-2, Air Traffic Control, Airspace, and Range Management. It establishes the Flightline Driver Training Program and contains requirements and procedures for safe vehicle operation and control on the airfield, ramp, taxiways, and runways. It applies to all wing, base, and tenant organizations authorized vehicle operation on the airfield.

Changes Air Force Policy Directive from 10-2 to 13-2. Updates references to current instructions or manuals. Establishes use of Dover AFB Form 450, Request for Flight Line Drivers and VCO/VCNCO Training and Certification, as only source for documenting flight line drivers training qualification and certification. New paragraph **2.2.5** has 436th Transportation Squadron providing Unit VCO Listing to 436th OSS/OSAA. Paragraph **2.1.3.1** establishes minimum requirements for TDY personnel to be briefed/trained on prior to driving on Dover AFB flightline. New paragraph **3.5.7** discusses Instrument Landing System critical areas.

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## 1. REFERENCE.

1.1. AFI 13-213, Airfield Management and Base Operations, AFI 24-301, Vehicle Operations, AFMAN 24-306 Manual for the Wheeled Vehicle Driver, AFI 31-204, Motor Vehicle Traffic Supervision, AFI 48-123, Medical Examination and Medical Standards, AFOSH 127-66, General Industrial Operations.

## 2. FLIGHTLINE DRIVER TRAINING PROGRAM.

### 2.1. Concept:

2.1.1. 436 OSS/OSAA (Airfield Management/Base Operations) is the Office of Primary Responsibility (OPR) for the Flightline Driving Program. Airfield Management trains and certifies the unit Vehicle Control Officer (VCO). The VCO trains and certifies the unit Vehicle Noncommissioned Officer (VCNCO), and at unit commander discretion, additional unit flightline driving trainers if required. These personnel then train and certify unit personnel who have a requirement to drive on the flightline, and manage the unit program.

2.1.2. Only properly trained and certified personnel will drive on the Dover AFB flightline. This requirement applies to both military and civilian employees who are either assigned to or visiting the base, and applies to drivers of military, commercial, or privately owned vehicles (POV).

2.1.3. The host unit administers flightline driver training for TDY personnel on the contents of this instruction.

2.1.3.1. The following are minimum requirements for a unit VCO to brief/train TDY personnel:

2.1.3.1.1. Day/night flightline orientation ride

2.1.3.1.2. Speed limits

2.1.3.1.3. Vehicle traffic flow

2.1.3.1.4. Flightline Restricted Areas and authorized Entry/Exit Control Points (ECPs)

2.1.3.1.5. Vehicle parking requirements, i.e., parking boxes/spots at nose of C-5

2.1.3.1.6. Tower controlled movement areas

2.1.3.2. OPRs, designated points of contact, and project officers will contact the appropriate VCO. Unit VCO's not flightline certified may contact 436 OSS/OSAA for guidance assistance.

2.1.3.3. TDY personnel may not operate a vehicle on Dover AFB flightline without a valid AF Form 483, Certificate of Competency, issued by the base of assignment.

2.1.4. Units with assigned vehicles must appoint a VCO to perform the full range of duties outlined in AFI 24-301 and related directives. A unit may have a valid requirement to drive on the flightline but may not have any vehicles assigned. In this situation, the unit commander will appoint a flightline driver training VCO only for administering the unit flightline driver program. The appointees duties are limited to those described in this regulation.

### 2.2. Responsibilities.

2.2.1. Unit Commanders of personnel who drive on the flightline will:

2.2.1.1. Ensure a flightline driving program is administered in accordance with this and other referenced directives.

2.2.1.2. Ensure that VCO/VCNCO complies with all requirements of this instruction.

2.2.1.3. Determine if an individual has a valid need to drive on the flightline and is emotionally, mentally and physically able to perform flightline duties.

2.2.1.4. After the appropriate flightline driver training has been administered, certify the individual to drive on the Dover AFB flightline by signing AF Form 483 Certificate of Competency. The unit commander may delegate this signature authority. A copy of the letter delegating signature authority must be maintained as a part of the unit flightline driving program.

2.2.1.5. Ensure fixed or mobile obstacles are not installed or erected within 125 feet of the main parking ramp, south parking ramp, or the Hazardous Cargo Area, 200 feet of a taxiway, or 1,000 feet of the runway without prior coordination and approval from the Chief, Airfield Management.

2.2.2. Unit VCO/VCNCO will:

2.2.2.1. Ensure the trainee is qualified to drive the type of vehicle tasked to operate and possesses a valid state driver's license.

2.2.2.2. Ensure individuals selected to drive on the flightline do not have a vision impairment which would preclude safe vehicle operation. It is the VCO/VCNCOs responsibility to annotate vision restrictions on the DAFB Form 450.

2.2.2.2.1. Contact Airfield Management if an individual does not pass the color vision test and their primary duties requires them to drive on the flightline. Airfield Management can grant approval to issue "limited access" flightline authorization for duties that will not include or involve access to the aircraft movement areas.

2.2.2.3. Administer a day and night flightline orientation ride. The night orientation is required only for personnel who drive on the flightline during the hours of darkness. Individuals who have not received a night orientation ride will not be permitted to operate a vehicle on the flightline at night.

2.2.2.4. Administer a flightline driver closed book written test. The test consists of Part A, and Part B if the unit commander elects. Part A, consisting of 25 questions, is developed by 436 OSS/OSAA and distributed to unit VCOs. Part A is administered to all personnel who drive on the Dover AFB flightline. Part B, when included in the unit program, is written and maintained current by the unit. It is based on flightline driving requirements peculiar to a specific unit. Passing grade for each part of the test is 80% corrected to 100%. The flightline written test is a controlled document. VCOs are responsible for protecting the integrity of the test and safeguarding it against compromise.

2.2.2.5. Ensure an DAFB Form 450 and AF Form 483, Certificate of Competency, are properly completed.

2.2.2.6. Keep all publications, forms, and records associated with the unit's flightline driving program current and readily available.

2.2.2.7. Maintain a current list of unit personnel with a valid flightline drivers license. The list shall include each individual's name, grade, and date of last refresher training.

2.2.2.8. Prepare runway incursion violation letters for unit commander signature when applicable. Ensure these individuals are retrained and re-certified to drive on the flightline in accordance with paragraphs 2.2.2.3., 2.2.2.4., 2.2.2.5., 2.3., and 2.5.

2.2.3. 436 OSS/OSAA will:

2.2.3.1. Write and maintain currency of Part A of the DAFB flightline drivers test. Provide unit VCOs a copy of the test.

2.2.3.2. Provide Dover AFB flightline driver training and certification to VCOs initially and at two-year intervals. Include the training and documentation requirements of paragraphs 2.3. and 2.5.

2.2.3.3. Suspend or revoke flightline driving privileges as necessary.

2.2.3.4. Train, certify, and issue flightline authorization to non-unit assigned individuals such as contractors working on the airfield, commercial delivery vehicle drivers, and POV drivers assigned to the base who have an immediate and transitory need to drive on the flightline. Ensure driver training is documented.

2.2.3.5. Review/inspect unit's flightline driver's training program(s) each quarter. Results will be briefed at the next Airfield Operations Board. Review will focus on program integrity, compliance, and support. Provide assistance to unit commanders as necessary.

2.2.4. The 436th Medical Group will conduct color visual screening and additional follow-on physical, mental, or visual testing for potential, or qualified flightline drivers, at the unit commander's request.

2.2.5. The 436th Transportation Squadron will provide a copy of the Unit VCO Listing to 436th OSS/OSAA at least quarterly or when updated.

2.3. Flightline Driver Training Program Forms.

2.3.1. DAFB Form 450, Request for Flight Line Drivers and VCO/VCNCO Training and Certification:

2.3.1.1. The squadron commander will sign Section VII (Flight Line Driving Authorization) certifying the individual has successfully completed flightline driver's training and approving the individual to drive on the flightline.

2.3.1.2. The unit VCO/VCNCO must certify on the DAFB Form 450 that the individual:

2.3.1.2.1. Has received a flightline orientation ride (include the date the ride was administered and name and grade of the person who conducted the orientation).

2.3.1.2.2. Does not have color vision or depth perception impairment that would preclude driving on the flightline. Annotate identified vision impairments on the DAFB Form 450.

2.3.1.2.3. Has successfully passed the unit flightline driver's written test. Include score attained (80% corrected to 100% is passing).

2.3.1.2.4. Has completed appropriate unit flightline driver training and is qualified to drive on the Dover AFB flightline.

2.3.1.3. The DAFB Form 450 is the primary documentation source for flightline driving. Units retain this document until the individual is no longer authorized to drive on the Dover AFB flightline.

2.3.2. AF Form 483, Certificate of Competency:

2.3.2.1. Must be renewed at 2 year intervals. Issued to unit VCOs by 436 OSS/OSAA. Issued by VCO/VCNCOs to personnel within the respective unit who drive on the flightline. Possession of the AF Form 483 which is signed, dated, and stamped "DOVER FLIGHTLINE AUTHORIZED", indicates the bearer has completed all required flightline driver training and is authorized to drive on the Dover AFB flightline.

2.3.2.2. All personnel who drive on the flightline must have a valid AF Form 483 in their possession. For individuals who do not require an AF Form 2293, a valid state driver's license is a prerequisite for issue of an AF Form 483.

2.4. POV Driver Training. A POV driver operating on the Dover AFB flightline requires the same flightline driver training and documentation as the driver of a general purpose military vehicle. 436 OSS/OSAA provides abbreviated flightline driver training for individuals having a need to operate in a specific area of the flightline for a specific but brief period of time.

2.5. Unit Flightline Driver Training Program. The following are minimum requirements for a unit flightline driver training program:

2.5.1. Comprehensive training on all provisions of this instruction and AFMAN 24-306, Chapter 25 with emphasis on:

2.5.1.1. Flightline Restricted Areas and authorized Entry/Exit Control Points (ECPs).

2.5.1.2. Speed limits

2.5.1.3. Runway and airfield markings

2.5.1.4. Vehicle parking requirements

2.5.1.5. Runway incursion avoidance

2.5.1.6. Control tower light-gun signals

2.5.1.7. Tower controlled movement areas

2.5.1.8. Runway entry and crossing procedures

2.5.1.9. Two-way radio procedures (control tower/vehicle)

2.5.1.10. Operation in vicinity of aircraft

2.5.1.11. FOD control and prevention

2.5.1.12. Night and inclement weather driving conditions

2.5.1.13. Vehicle traffic flow

2.5.1.14. Operations peculiar to the unit

2.5.2. Color vision, depth perception, non-restriction verification.

2.5.3. Flightline orientation ride.

2.5.4. Required forms.

2.5.5. Required regulations

2.5.6. Part A of the flightline driving written test developed and provided by 436 OSS/OSAA and Part B of the test if developed by the unit.

2.5.7. Documentation procedures.

### **3. FLIGHTLINE DRIVING PROCEDURES.**

#### **3.1. Responsibilities:**

3.1.1. 436 OSS/OSAA monitors and controls all policies and procedures applicable to the operation of vehicles on the flightline and airfield.

3.1.2. The Chief, Security Forces ensures safe vehicle operation on the airfield by monitoring traffic and issuing citations for unsafe vehicle operations (speeding, reckless driving, and other dangerous or improper acts).

3.1.3. Base contracting officers will notify 436 OSS/OSAA before pre-construction meetings when it is known or anticipated that contractor personnel will operate vehicles on or near the flightline.

3.1.4. Commanders authorized to dispatch vehicles to the flightline have overall responsibility for the safe operation of those vehicles and for compliance with this instruction. POVs being operated on the flightline are subject to the same requirements as GOV.

#### **3.2. Terms Explained.**

3.2.1. Airfield: A generic term encompassing the runway, taxiways, infield, flightline, and grounds surrounding the runway. At Dover AFB it includes the aircraft parking area, movement area, and landing area (see atchs 1 & 2).

3.2.1.1. Aircraft Parking Area: An area specifically designated for parking aircraft. At Dover AFB this includes the main, transient, and south ramps, hazardous cargo area, christmas tree area, calibration pad, keyhole revetments, hangars, hangar access areas, wash rack, taxiways, and runways when aircraft are parked on them (See atchs 1 and 2).

3.2.1.2. Aircraft Movement Area: The runway and all portions of the taxiways with the exceptions of taxiways Alpha and the portion of taxiway Foxtrot south of the hold line. The purpose of the movement area is to establish control over aircraft and vehicular traffic. The control tower exercises direct radio control over the movement area (see atch 1).

3.2.1.3. Aircraft Taxi Area: The portions of the airfield used by aircraft moving from the aircraft parking area to the aircraft movement area.

3.2.1.4. Aircraft Landing Area: Any serviceable runway or overrun within the boundaries of Dover Air Force Base, whether currently "active" or not.

3.2.2. Crew Change Area (see atch 2): The crew change area is along Taxiway A abeam the control tower. All vehicles use extreme caution at all times when an aircraft is in the crew change area. Position all vehicles so that no contact is made between aircraft and vehicles should the aircraft move forward.

3.2.3. Entry Control Point (ECP): The designated locations authorized for restricted area entry/egress.

3.2.4. Green Roadway: The vehicular roadway that extends from the ramp access lane to taxiway Alpha between parking spots Delta and Echo (See atch 2 and 7).

3.2.5. Major Parking Areas:

3.2.5.1. Christmas Tree Area: The seven concrete alert aircraft parking pads located southeast of the approach end of Runway 1.

3.2.5.2. Main C-5 Ramp: The entire area paralleling Runway 14/32 from mid-field to the northwest and east of and including the ramp access lane containing aircraft parking rows "E" through "CC."

3.2.5.3. Transient Ramp: The area separated from the Main C-5 Ramp by the Green Roadway, containing aircraft parking rows "A" through "D".

3.2.5.4. South Ramp: Aircraft parking area south of taxiway "E" joining approach ends of Runways 1 and 32.

3.2.5.5. Hazardous Cargo Area: Three (3) parking spots at the eastern point of taxiway "D" designated as the primary hazardous cargo loading and unloading site.

3.2.6. Ramp Access Lane: An area southwest of the entire main C-5, and Transient Ramps, primarily a fire lane. It is used as an access lane for vehicles servicing and supporting aircraft parked on "A" through "CC" spots. This is an integral part of the aircraft parking ramp, requiring a "car hat" for civilian and commercial vehicles. All airfield vehicle operating procedures apply except where noted.

3.2.7. Restricted Area: A legally established military zone under Air Force jurisdiction into which persons may not enter without specific authorization. Vehicles requiring access to or from restricted areas will do so only at designated entry/exit control points.

3.2.8. Vehicles: Any mechanical device moving on the ground, including bicycles, excluding aircraft.

3.2.8.1. General Purpose Vehicles: Government vehicles required for airfield mission support.

3.2.8.2. Parked Vehicles: Vehicles which are unattended, that is, no one is sitting directly in the driver's seat.

3.2.8.3. Priority Vehicles: Crash or fire vehicles, ambulances, and security forces vehicles responding to emergency or immediate response situations which have operational priority over other vehicles.

3.2.8.4. Special Purpose Vehicles: Government vehicles designed for a special purpose, such as tugs, forklifts, K-loaders, etc., required for flightline mission support.

3.3. General.

3.3.1. Report violations of this instruction to Security Forces Squadron and 436 OSS/OSAA (Airfield Management/Base Operations).



3.3.2. Report all accidents involving aircraft or vehicles on the airfield immediately to Airfield Management/Base Operations who will make the appropriate ground emergency notification. Report all vehicular break downs and/or mechanical failures on the airfield to include the perimeter road immediately to Airfield Management/Base Operations.

3.3.3. Do not operate motorcycles, mopeds, and three-wheeled engine-driven vehicles on the airfield, ramp access lane, or aircraft parking ramps.

3.3.4. Operate bicycles only on the main, transient, and south ramps, and the ramp access lane provided they meet the state safety statutes, conform to other vehicle traffic flow, have an operable front and rear light, a rear reflector for night operation, and be wearing an approved bicycle helmet.

3.3.5. POVs operating on the flightline must comply with all the requirements and safety standards as military vehicles. POVs are not authorized within the restricted areas during actual emergency security operations (excluding exercises and evaluations).

3.3.6. Before entering a restricted area, vehicle operators must make sure they are not transporting personnel or material that constitute a threat to the security of the priority resources within the restricted area.

#### 3.4. Vehicle Operating Procedures on the Airfield.

3.4.1. Vehicle operators will make sure all the equipment carried on their vehicle is properly stowed and secured before operating their vehicle on the airfield.

3.4.2. Each vehicle driver will ensure all passenger seat belts are utilized if available while the vehicle is in motion.

3.4.3. When required to use the ramp access lane, all vehicles will scan the aircraft parking ramp for taxiing aircraft. If a taxiing aircraft is approaching the vehicle, the vehicle operator will maintain position and not enter the ramp access lane until the aircraft is well clear. When driving in the ramp access lane and a taxiing aircraft approaches the vehicle from the front or rear, the vehicle operator will safely drive as far as possible to the west side of the access lane, stop the vehicle, and not proceed until the aircraft is well clear. Extra caution must be used in the area in front of the aerial port due to compressed location of the access lane. The operator or a passenger will visually confirm adequate wing tip clearance. All vehicles will make maximum use of the ramp access lane. Vehicles transiting from spot to spot may use the center of the ramp taxiway and remain within five (5) feet and to the right of the yellow taxiway center line for the direction of travel. All vehicle operators will follow the flow to a point opposite their destination (e.g., aircraft) and make a ninety (90) degree turn and proceed to destination. When departing the aircraft, follow the reverse of this procedure. Through traffic should not normally use the yellow centerline for travel. Attachment 6 contains the vehicle flow plan. Only the following may deviate from the flow plan:

3.4.3.1. Emergency vehicles responding to an emergency.

3.4.3.2. Airfield Management, Safety, Security Forces, Transient Alert "FOLLOW ME" vehicles, Airfield Sweeper, and Snow and Ice Control equipment when their duties require deviation.

3.4.4. All vehicles will approach parked aircraft with the driver's side nearest the aircraft. This applies when approaching any aircraft military, commercial, or civilian, regardless of type, or location on the airfield (See atch 6).

3.4.5. Do not drive vehicles between two aircraft parked on adjacent parking spots.

3.4.6. Do not park, back, or maneuver vehicles (excluding bicycles) within 25 feet of an aircraft except when specifically authorized, such as, in certain towing, loading, unloading, servicing, or fueling operations. When necessary, vehicles are operated under the direction of a spotter posted in front of the vehicle and slightly to the driver's left to allow the driver an unobstructed view of the spotter while looking forward. During backing operations, an additional spotter must be posted to coordinate the vehicles rear clearance with the forward spotter (See atch 4 for further clarification). The spotter will pre-brief the standard signals to be used. Additionally, wheel chocks are prepositioned to prevent the vehicle from striking the aircraft. The chocks will remain in place until the vehicle is more than 25 feet from the aircraft. Exceptions to the two spotter requirement include:

3.4.6.1. Fleet service lavatory trucks.

3.4.6.2. Water servicing trucks.

3.4.6.3. AGE tow vehicles, while positioning ground power equipment, if the 10 foot restriction is complied with.

3.4.6.4. K-loaders, while backing to the Boeing 747 belly compartment doors, if:

3.4.6.4.1. The rear spotter is fully visible to the K-loader operator. Use lighted wands to direct the operator during hours of darkness.

3.4.6.4.2. The K-loader operator and the rear spotter pre-brief signals to be used before starting the operation. Due to the close clearances involved, use utmost care during the positioning of the K-loader. Prepositioned wheel chocks will be used during the backing operation.

3.4.6.4.3. The K-loader is stopped 10 feet from the aircraft and chocked for loader deck adjustment, then backed slowly into position using spotter directions and proper chock positioning.

3.4.7. Backing of Vertical Maintenance Stands (VAP) differs from other backing operations due to the often tight backing space, and the pivoting connection between the tow vehicle and stand. Two spotters on the ground (main spotter and rear spotter) are the required minimum during backing of VAP. The main spotter must remain in position so as to maintain unobstructed direct visual contact with AGE driver. The rear spotter may move or reposition themselves as necessary. A third spotter is mandatory when the main spotter is unable to see the aircraft, VAP basket, or basket support forks and may be positioned as required (See atch 4 and 5).

3.4.8. Do not park or drive any vehicle, except the "FOLLOW ME" vehicle, in front of a taxiing aircraft. Other vehicles will not be driven between a taxiing aircraft and its respective "FOLLOW ME" vehicle.

3.4.9. If a vehicle's headlights are directed toward a taxiing aircraft during night-time operations, the driver will immediately turn off the headlights and turn on the parking lights. All motor vehicles will use emergency warning flashers (directional lights, front and rear) when parked on the

flightline during the hours of darkness or inclement weather. Exceptions are: specialized aircraft service vehicles (calavars, passenger staircase trucks, latrine servicing trucks) after the vehicle is positioned at the aircraft being serviced, and AGE tow vehicles during the momentary, non-delayed, pick up and drop off of equipment. Vehicles exempted under these circumstances must be reflectorized to indicate length, width and height IAW T.O. 36-1-3.

3.4.10. All vehicles will yield the right-way to emergency vehicles responding to an emergency (Exception: During snow and ice removal, emergency vehicles may be required to give way to snow removal vehicles).

3.4.11. Speed limits on the airfield are as follows:

3.4.11.1. Aircraft Parking Area and Ramp Access Lane:

3.4.11.1.1. General Purpose Vehicles - 15 mph.

3.4.11.1.2. Special Purpose Vehicles (tractors, tugs forklifts, etc.) - 10 mph.

3.4.11.1.3. Vehicles Towing Aircraft - 5 mph.

**NOTE:** Vehicles using C-5 tow bars are restricted to 2.5 mph IAW T.O. 35B5-23-1.

3.4.11.1.4. Within 50 feet of an aircraft - 5 mph.

3.4.11.1.5. "FOLLOW ME" vehicles operate at a safe speed commensurate with the aircraft they are directing, but not in excess of 25 mph.

3.4.11.1.6. Snow and ice removal vehicles will operate at a speed commensurate with safety during snow and ice control operations.

3.4.11.2. Taxiways and Runways: 40 mph is the maximum speed for any vehicle operating on the taxiways and runways with these exceptions:

3.4.11.2.1. Emergency vehicles responding to an emergency may operate at any prudent speed commensurate with safety.

3.4.11.2.2. "FOLLOW ME" vehicles are limited to 25 mph when leading taxiing aircraft on taxiways.

3.4.11.2.3. Airfield Management emergency vehicle as required, commensurate with safety, when responding to an emergency, asked to expedite by the control tower when operating on the runway, or when determining the Runway Condition Reading (RCR).

3.4.11.2.4. Snow and ice removal vehicles will operate at a speed commensurate with safety during snow and ice control operations.

3.4.12. Crash/Rescue airfield operating procedures.

3.4.12.1. Upon activation of the primary crash phone, all responding crash/rescue vehicles will have immediate access to the taxiways without being required to contact the control tower for prior approval. Crash/rescue vehicles will not enter any portion of the runway without contacting the control tower and receiving permission to enter the runway.

3.4.12.2. Responding vehicles shall advise the control tower of their intentions as soon as practical. Crash/rescue vehicles already operating on the controlled portions of the airfield shall advise the control tower of their intentions immediately. Control tower personnel shall

ensure responding emergency vehicles are given priority and will hold all other ground traffic that may interfere with the emergency response.

3.4.12.3. During non-emergency operations, vehicles will adhere to current procedures for entering all controlled taxiways and runways.

### 3.5. Vehicle Parking Procedures on the Airfield.

3.5.1. Vehicle operators will not leave vehicles unattended on the airfield unless:

3.5.1.1. The ignition is turned off.

3.5.1.2. The ignition key is left in the ignition switch.

3.5.1.3. The doors remain unlocked.

3.5.1.4. The transmission lever is placed in PARK (automatic transmission) or the lowest gear (manual transmission) to take the vehicle away from the nearest aircraft (e.g. headed toward an aircraft, use reverse; headed away from an aircraft, use lowest forward gear).

3.5.1.5. Parking brake set. (Vehicles without integral braking system will have one rear wheel chocked fore and aft).

3.5.2. Park all vehicles in the C-5 parking area within the painted white rectangles in front and to either side of each aircraft parking spot. Position vehicles forward and to the left within the rectangle to allow room for additional vehicles. After approaching an aircraft from the front, vehicles will turn right and park perpendicular to the fuselage of the aircraft. A maximum of two (2) rows of vehicles will be parked adjacent to C-5 aircraft. To park on the right side of an aircraft (opposite side of most aircraft crew entrance doors), proceed to the adjacent aircraft at which the vehicle is to be parked, positioning the vehicle within the parking rectangle as described above. Exception: Escort officials may deviate from this procedure to accommodate a DV; however, safety will not be compromised. See atch 6 for further clarification.

3.5.3. Do not park unattended vehicles or equipment on an unoccupied aircraft parking spot in the area bounded by the wing tips of adjacent aircraft on the sides, and by the security boundaries of the parking ramp at the front and rear.

3.5.4. Park bicycles near the nose of a parked aircraft. Position bicycles upright, using a kick stand, and parked in a position that will not interfere with the maintenance or servicing of the aircraft.

3.5.5. When passenger loading or unloading aft of the aircraft wing, the bus or van will park 20 ft from the passenger steps with the front of the vehicle pointed toward the rear of the aircraft. Use spotters IAW para 3.4.6. After vehicle is properly positioned, turn the front wheels away from the aircraft and chock the vehicle.

3.5.6. Do not park vehicles on any portion of the airfield unless the operator is performing duties on the airfield. Personnel performing duties in buildings adjacent to the airfield will not park on the airfield. Temporary exceptions may be approved with prior coordination and permission from Chief, Airfield Management.

3.5.7. Do not park vehicles during inclement weather in the Instrument Landing System (ILS) critical area. The ILS critical area for the approach end of Runway 19 is the perimeter road (see

atch 10). The ILS critical area for the approach end of Runway 01 is the South Ramp parking spots 4, 5, and 6 (see atch 9).

### 3.6. Procedures for Crossing Taxiways and Runways.

3.6.1. Do not cross runways and taxiways for convenience. The primary route to the far side of the airfield (south ramp, hazardous cargo area, compass rose, and christmas tree) is perimeter road. Crossings are limited to vehicles transporting hazardous materials, vehicles engaged in the continued operation of the airfield (snow plows, airfield management, mowers, etc.), K-loaders, tugs, responding emergency vehicles, and those vehicles that have been designated as too large to transit perimeter road.

3.6.2. Before entering a taxiway, bring the vehicle to a complete stop. The operator will visually check and ensure that the taxiway is clear. Establish two-way radio communications and receive permission from the control tower before proceeding. Do not use CLEAR, CLEARED, or CLEARANCE when communicating with the control tower. The control tower will use that phraseology only when communicating with aircraft.

**NOTE:** Vehicles operating on taxiways Alpha and Foxtrot, south of the hold line, need not establish two-way radio communication with the control tower.

3.6.3. The control tower is responsible for the control of vehicles crossing or operating on the taxiways and runways.

3.6.4. Vehicles required to hold short of a runway will come to a complete stop at least 200 feet (yellow hold line) from the runway and will not proceed until permission is received from the control tower. (Note: During periods of inclement weather, the tower controller may instruct a vehicle to hold short of the instrument hold lines located approximately 650 feet from the edge of runway 01 (see atch 8). Use the following methods to obtain approval to cross controlled taxiways and runways.

3.6.4.1. Direct two-way radio communications with the control tower. A vehicle with direct two-way radio contact with the control tower may escort a maximum of six non-radio equipped vehicles requiring runway crossing. After obtaining control tower approval for crossing, the escort vehicle will be the lead vehicle and ensure all vehicles cross the runway. If directed by the control tower, the escort vehicle will notify the control tower when all vehicles are beyond the established hold lines.

3.6.4.2. Light gun signals. In an emergency, such as loss of communications, the control tower may use light signals to control vehicles. You must comply with light gun signals. The standard tower signals for control of airdrome traffic are:

3.6.4.2.1. Steady Green Light - Permitted to cross.

3.6.4.2.2. Steady Red Light - STOP. Vehicle will not be moved.

3.6.4.2.3. Flashing Red Light - Clear active runway immediately.

3.6.4.2.4. Flashing White Light - Return to starting point.

3.6.4.2.5. Alternating Red and Green Light - General warning exercise extreme caution.

**NOTE:** From certain positions on the airfield, light from the rotating beacon on the water tower shines through the control tower windows giving the appearance of a light signal. Use caution to prevent confusion.

3.6.5. The vehicle operator is personally responsible to check for approaching aircraft, either in the air or on the ground.

3.6.6. All vehicles will, if directed by the control tower, report when runway crossing has been completed and all vehicles are beyond established hold lines.

3.6.7. Unauthorized controlled movement area procedures.

3.6.7.1. Definition of terms

3.6.7.1.1. Runway Incursion - Any occurrence involving an aircraft, vehicle, person, or object that enters any portion of the landing area which requires an aircraft to deviate from its intended course.

3.6.7.1.2. Unauthorized Runway Entry - Any occurrence involving an aircraft, vehicle, person, or object that enters any portion of the landing area and does not affect the normal operation of aircraft flight.

3.6.7.1.3. Taxiway Violation - Any occurrence involving a vehicle, person, or object that enters any portion of a controlled taxiway without the approval of the control tower.

3.6.7.2. Reporting Procedures:

3.6.7.2.1. Control Tower will:

3.6.7.2.1.1. Notify Base Operations.

3.6.7.2.1.2. Direct intruder to report to Base Operations.

3.6.7.2.1.3. Notify Security Forces personnel if unable to contact intruder by radio.

3.6.7.2.1.4. Document event in daily logs and tracking forms.

3.6.7.2.1.5. Notify Airfield Operations Flight Commander.

3.6.7.2.2. Security Forces personnel will escort the intruder to Base Operations.

3.6.7.2.3. Airfield Management will:

3.6.7.2.3.1. Interview driver to determine cause of the event.

3.6.7.2.3.2. Determine the type of violation (taxiway violation, runway incursion, or unauthorized runway entry).

3.6.7.2.3.3. Notify appropriate unit commander, VCO, the individual's supervisor, Wing Safety, and the Chief, Airfield Management. If after duty hours, notifications may be delayed until the next duty day, except for the Chief, Airfield Management, who is notified immediately of runway incursions or any violation in which the Security Forces were notified.

3.6.7.2.3.4. Confiscate driver's AF Form 483 if deemed appropriate by the Chief, Airfield Management.

3.6.7.2.4. Unit Commander's will:

3.6.7.2.4.1. Take appropriate disciplinary action depending on severity of incursion

3.6.7.2.4.2. Ensure that repeat offenders are permanently disqualified from airfield driving.

### 3.7. Procedures for Operation on Taxiway A behind C-5 Parking Spots.

3.7.1. Vehicles with direct radio contact with the control tower will make certain no C-5 engines are running prior to entering the taxiway behind parked C-5s. Maintain radio contact with the control tower until the vehicle exits the area behind parked C-5 aircraft.

3.7.2. Vehicles without direct radio contact with the control tower will contact Airfield Management for permission to operate behind parked C-5s. Airfield Management will check with the Maintenance controller on duty in the consolidated command post to determine if C-5 engines are running before permitting these vehicles to enter the taxiway behind parked C-5 aircraft.

3.7.3. During aircraft loading operations, a 40-K loader may operate behind a C-5 aircraft when the aircraft engines are running at idle speed (based on weight of the k-loader and low profile). The Air Terminal Operations Center (ATOC) will coordinate with the command post maintenance representative so ground support personnel conducting engine runs can direct and control throttle adjustment and vehicle traffic flow.

3.7.4. Taxiway A, Main Ramp Clearance - A white line is painted behind the C-5's on spots E thru CC. When taxiing on centerline, a C-5 has 25' wing tip clearance from anything parked between that line and the parked airplanes. Additionally, the white line is 25' from the tails of the parked C-5's.

### 3.8. Restricted Area.

3.8.1. Grant emergency vehicles responding to an emergency immediate entry into a restricted area IAW security directives. If a requirement exists for an individual(s) to enter or exit the restricted area from other than the authorized entry/exit control points, prior notification must be coordinated with Security Forces Central Control before the event(s) occur.

3.8.2. Allow civilian vehicles (automobiles and buses) to enter the restricted area to drive DVs, excess baggage vehicles or tour groups to the aircraft when properly escorted by personnel from either the Wing Protocol Office or Public Affairs Office (escort personnel must possess an AF Form 1199C, USAF Restricted Area Badge, a valid AF Form 483, with "DOVER FLIGHTLINE AUTHORIZED" annotated on it, and a Dover AFB flightline "car hat" displayed on the vehicle). The Public Affairs or Protocol Office representative will instruct the civilian vehicle driver on the safety regulations prior to entering the ramp area then give the driver progressive instructions as the vehicle moves along the ramp to approach the aircraft.

### 3.9. Control and Issue of POV Flightline "Car Hats" .

3.9.1. Temporary POV Flightline "Car Hats." A controlled number of temporary flightline "car hats" are assigned to designated sections having frequent and valid requirements to operate POVs on the ramp.

3.9.1.1. Issue and Control:

3.9.1.2. "Car hats" are designated for temporary issue to individuals having a valid requirement to operate a POV on the ramp in support of the mission. "Car Hats", other than to com-

manders or their deputies should not be permanently issued to an individual.

3.9.1.3. Organizations having control of “car hats” will maintain a control log showing date out, date in, “car hat” number, user's name, and duty phone. Make sure users are qualified to drive on the ramp before issuing a “car hat.”

3.9.1.4. Special POV flightline “car hats” are available at Base Operations for issue to visiting inspection teams that require access to the flightline. Organizations receiving the inspection visit will sign out these “car hats” and be responsible for briefing visiting personnel on Dover AFB flightline procedures and maintaining control logs required in paragraph 3.9.1.3. Upon termination of visit, collect “car hats” and return to Airfield Management.

### 3.9.2. POV “car hats”.

3.9.2.1. Issue “car hats” by name to squadron commanders and above, contractors who require long term daily access to the airfield, and other key personnel.

3.9.2.2. Display the “car hat” on the roof or hood of the vehicle. Display on dash during periods of inclement weather (snow and ice coating on vehicle or high winds). Make sure the “car hat” is prominently displayed and clearly visible from outside the vehicle.

3.9.2.3. Return the “car hat” to Airfield Management when the “car hat” is no longer needed, prior to permanent change of station, permanent change of assignment, separation, retirement, sale of vehicle, or when disposing of the vehicle.

3.9.3. Personnel authorized use of these “car hats” must have a valid AF Form 483 annotated "DOVER FLIGHTLINE AUTHORIZED". NOTE: Visiting personnel issued “car hats” must have a valid driver's license and appropriate restricted area badge, but do not require "DOVER FLIGHTLINE AUTHORIZED" annotated.

3.9.4. Airfield Management will control and issue a limited number of “car hats” for valid one-time requirements. Return these “car hats” to Airfield Management upon departure from the ramp.

3.9.5. The Chief, Airfield Management or designated representative may issue temporary “car hats” to representatives of commercial air carriers on AMC contract flights and to civilian contractors requiring access to the airfield to perform contract work. Each of these representatives or contractor's drivers will receive a thorough briefing on this regulation, the airfield layout, and driving hazards prior to being issued a “car hat.” This briefing will be conducted by either the Chief, Airfield Management or the designated Airfield Management representative. Return “car hats” to Airfield Management upon departure from the ramp.

3.9.6. “Car hats” will be placed on the roof of the car just prior to entering onto the flightline. Immediately after exiting the flightline area, the “car hat” will be removed from the roof of the vehicle.

3.9.7. Report loss of “car hat”, in writing, to 436 OSS/OSAA and to 436 SFS/CC.

3.10. Wing Vehicle Ram Policy. All vehicle operators authorized to drive on or near the flightline and/or other priority resources must understand and comply with this policy. Any authorized vehicle operator may use his or her government vehicle to block, intercept, or as a last resort, ram an unauthorized vehicle that is, beyond a reasonable doubt, trying to damage a priority resource. The following actions should be considered in making the decision to ram a vehicle:



3.10.1. Ramming is justified only if the unauthorized vehicle is observed taking one or more of the following actions:

3.10.1.1. Trying to elude security forces vehicles.

3.10.1.2. Illegally entering a restricted area.

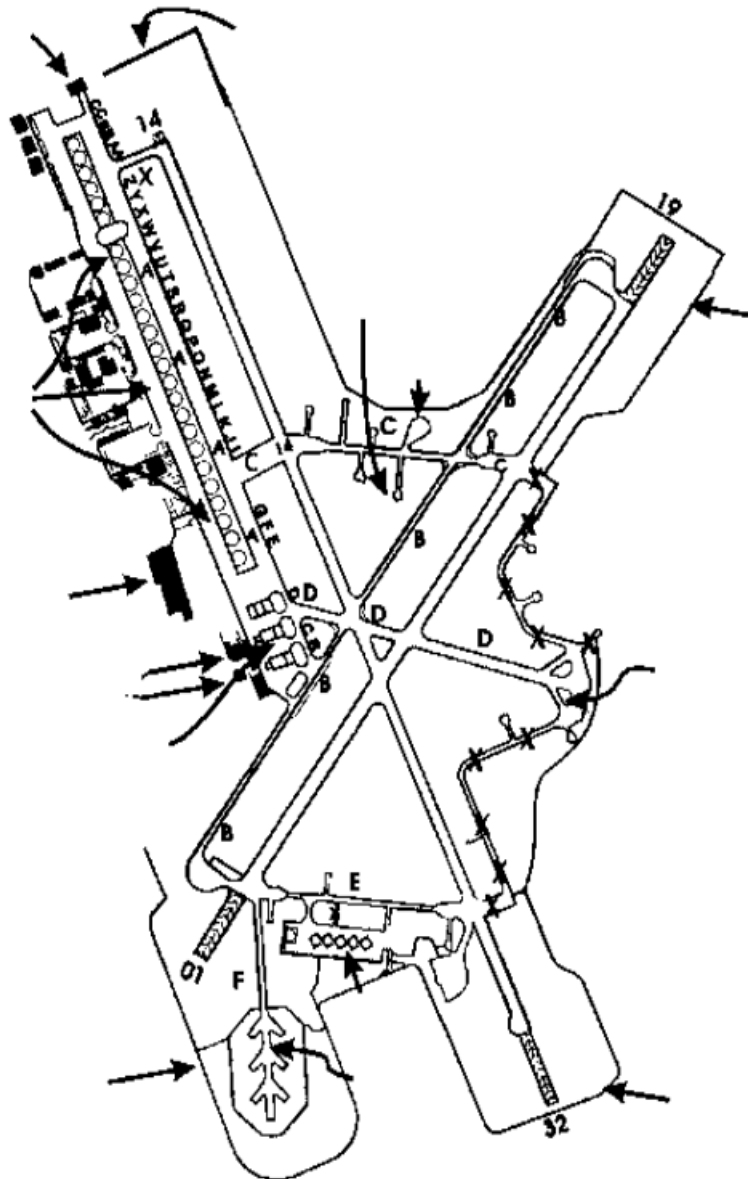
3.10.1.3. Making a deliberate attempt to run into a priority resource.

3.10.2. Make every attempt to limit personal injury or damage when intercepting, blocking, or ramming an unauthorized vehicle.

FELIX M. GRIEDER, Colonel, USAF  
Commander, 436th Airlift Wing

## Attachment 1

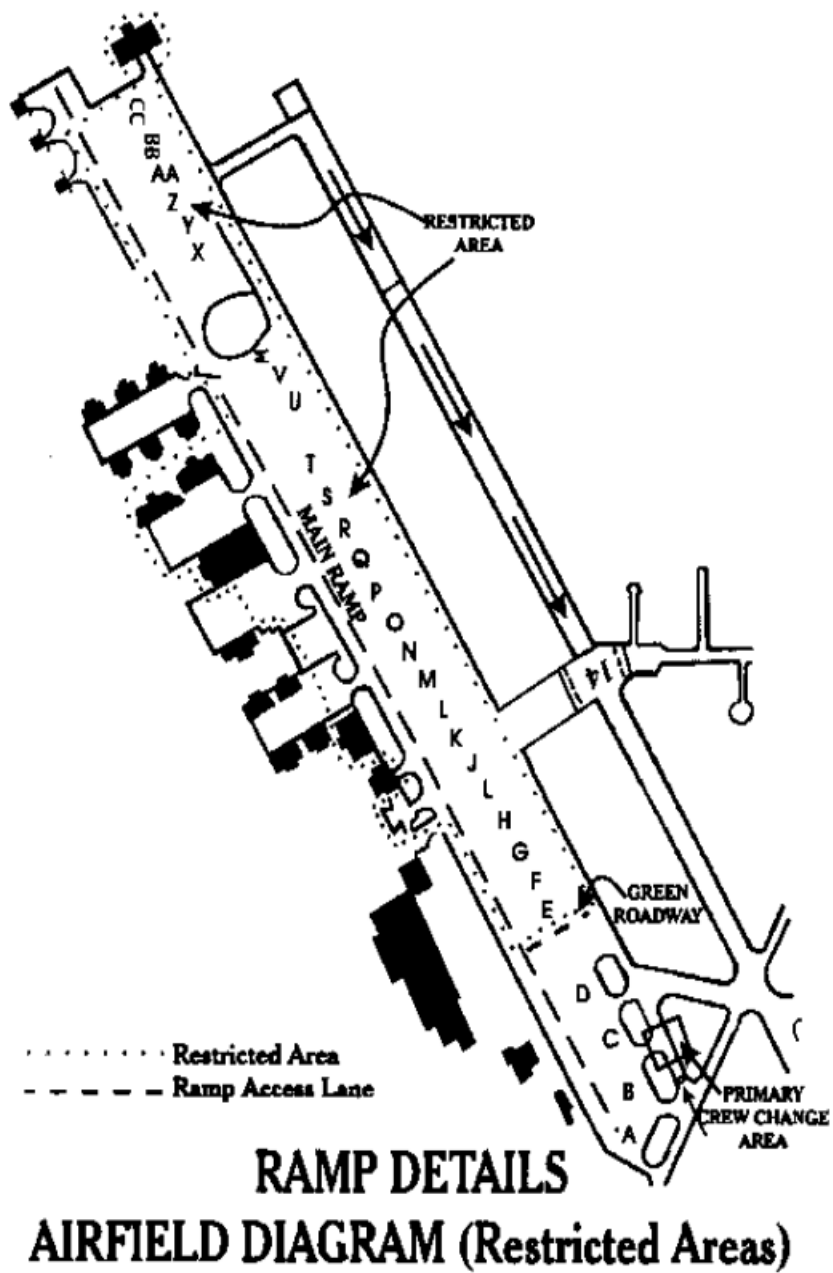
## AIRFIELD DIAGRAM



AIRFIELD DIAGRAM

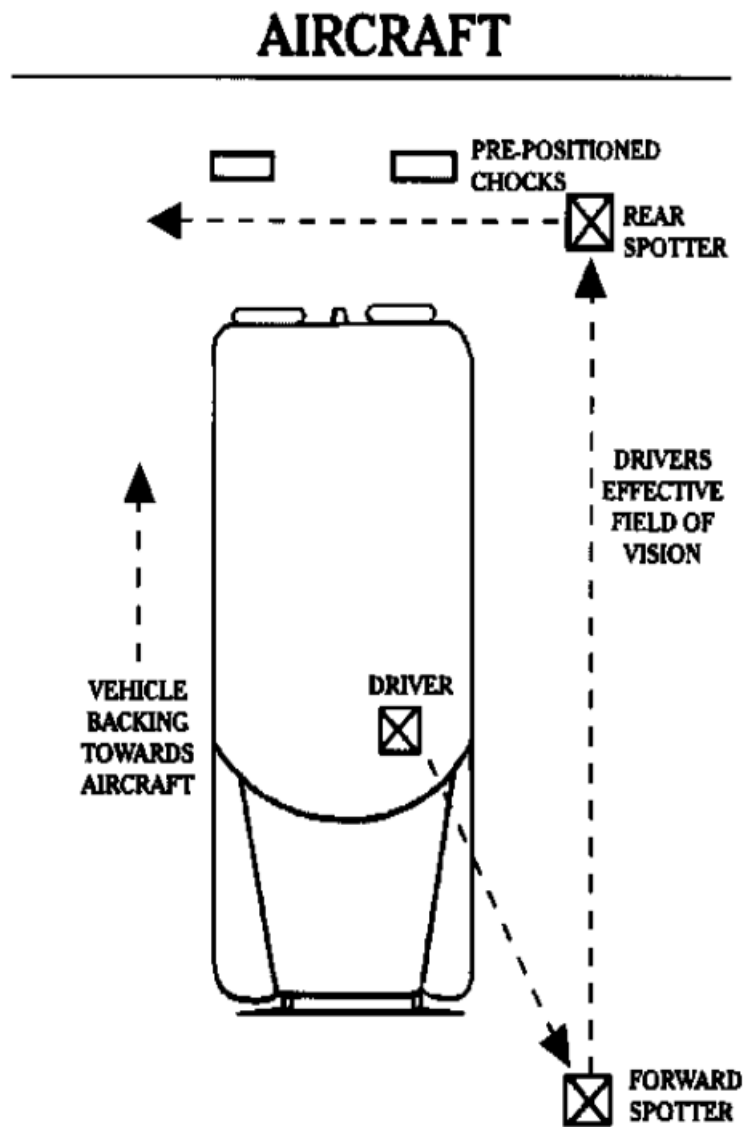
Attachment 2

AIRFIELD DIAGRAM (RESTRICTED AREA)

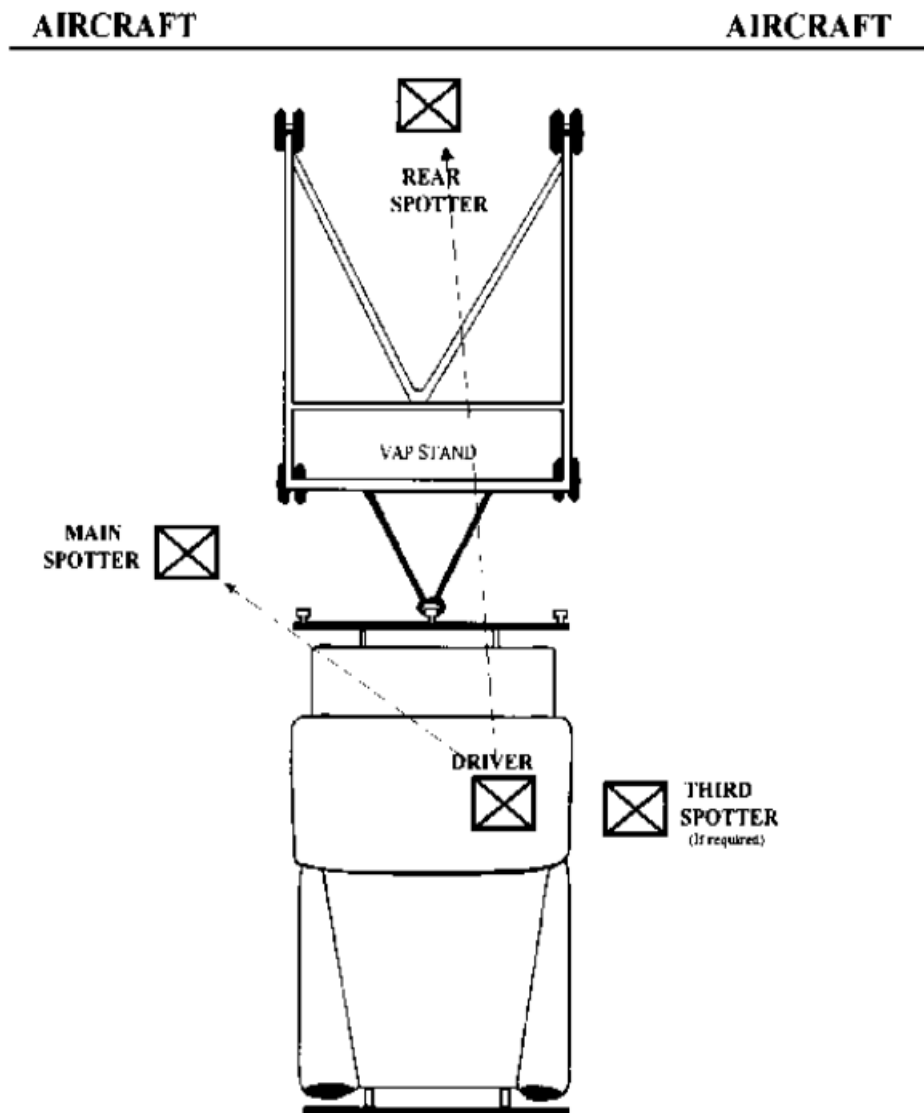


## Attachment 3

## VEHICLE SAFETY SPOTTER POSITION

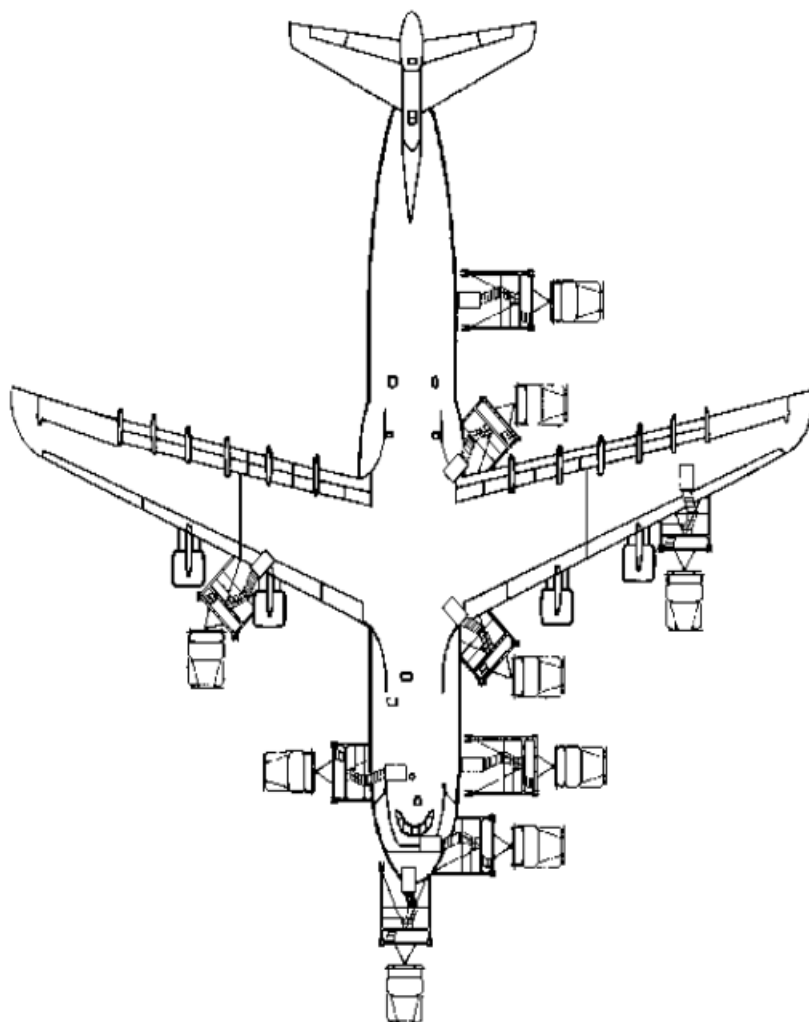


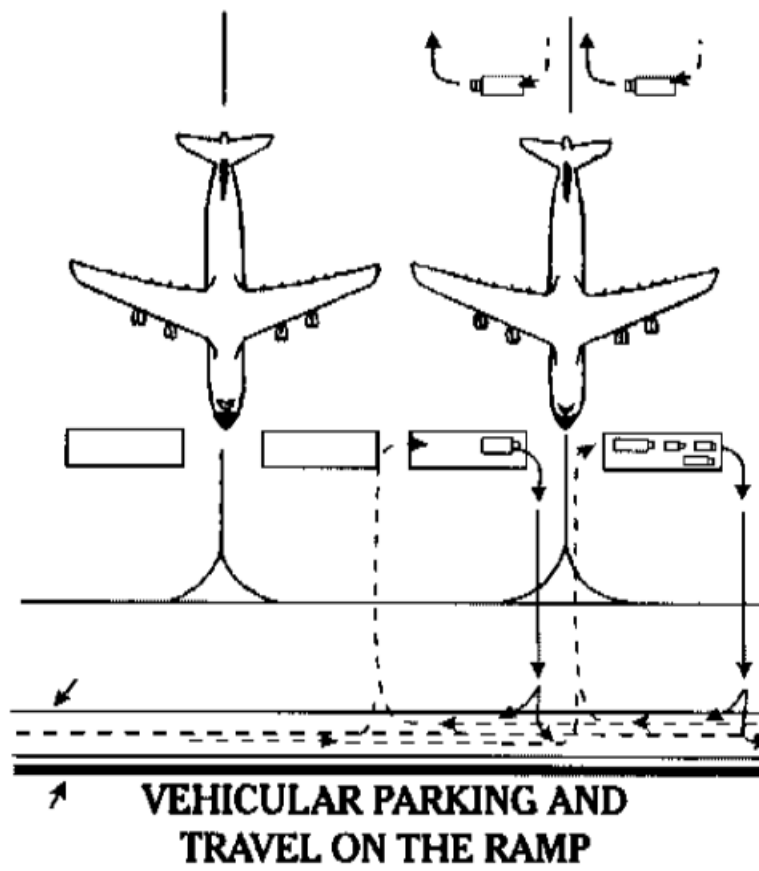
## VEHICLE SAFETY SPOTTER POSITIONING

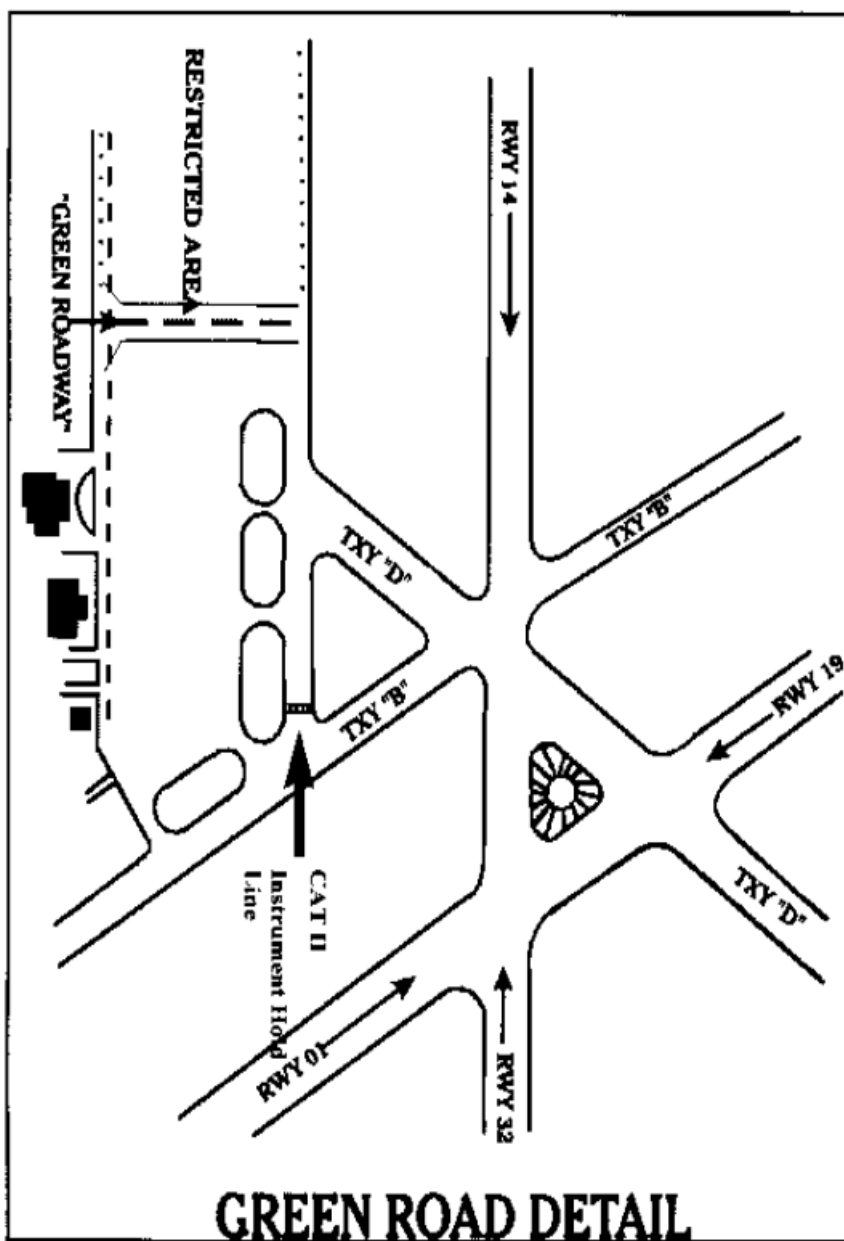


**VAP STAND  
SAFETY SPOTTER POSITIONING**

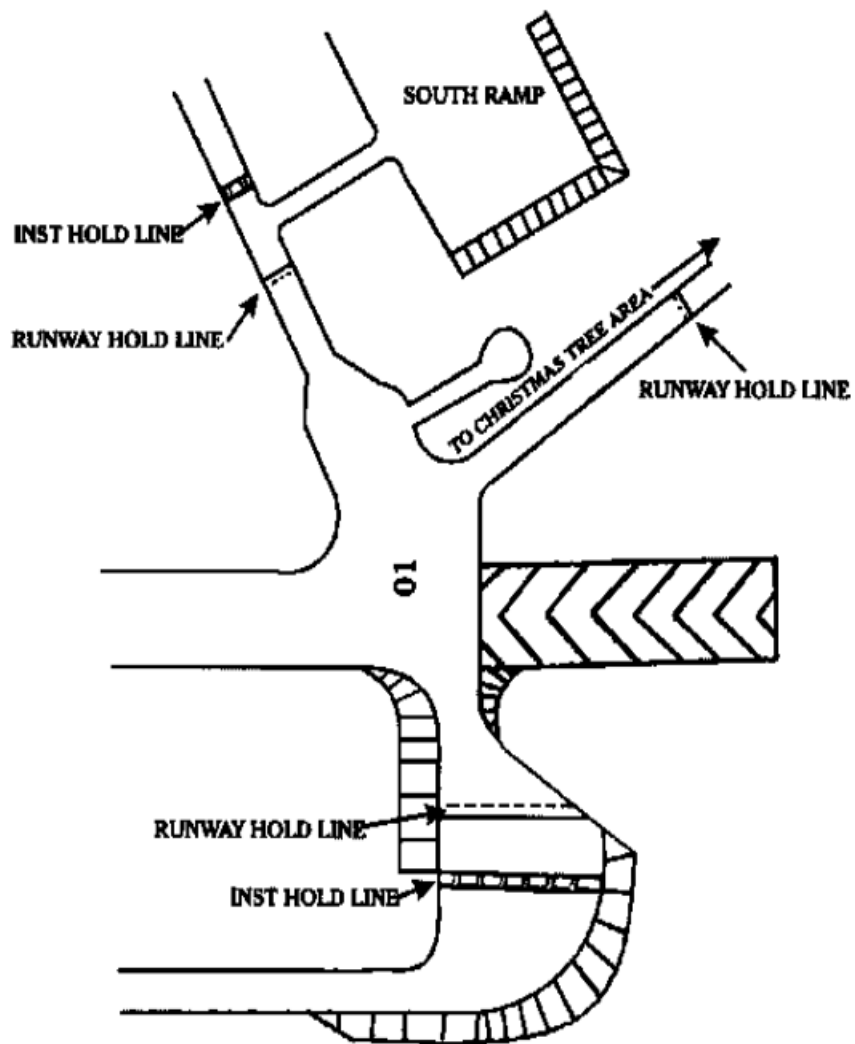
## TYPICAL VAPS STAND AIRCRAFT POSITIONS











**HOLD LINE DETAIL**

